



City of Austin - JOB DESCRIPTION



Animal Cruelty Specialist

FLSA:	Standard/Non-Exempt	EEO Category:	(80) Serv/Maint
Class Code:	10505	Salary Grade:	JP7
Approved:	November 01, 2005	Last Revised:	April 02, 2010

Purpose:

This position is responsible for responding to complaints of animal neglect, enforcement of City Codes (Title III) pertaining to the treatment of animals and will assist the Animal Cruelty Detectives in the investigation of cruelty to animals. The position will report directly to the Animal Cruelty Supervisor of the Austin Police Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Responds and investigates complaints of neglect and cruelty to domestic and feral animals within the incorporated City Limits of Austin.
2. Enforcement of ordinances of the City of Austin which pertain to Animal regulations and treatment (Title III).
3. The issuance of a citation when violations of Title III ordinances occur.
4. Works closely with the Animal Cruelty Detectives in the execution of animal seizure warrants.
5. Assist the Animal Cruelty Detectives in documenting, photographing, video taping of animals and their condition. Transportation of animals impounded or seized as evidence in alleged cruelty to animals complaints.
6. Develop and establish positive working relationships with the City of Austin Health Department Animal Shelter, Austin Animal Control Division, Travis County Sheriff's Office, Travis County Prosecutor's Office and the Austin Municipal Court Prosecutor's Office.
7. Operate 2 way radio

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of city, state, and local ordinances, regulations, and law regarding the care and treatment of animals.
- Skill in written and oral communication.
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- Skill in using computers and related software applications
- Ability to deal with the public in crisis situations and present a professional attitude and appearance.
- Ability to operate a digital/35-mm camera and digital video camera required.
- Ability to operate a two way radio and communicate in a clear manner.

Minimum Qualifications:

- Graduation from high school or equivalent plus two (2) years of experience in a field related to animal control or law enforcement

Licenses and Certifications Required:

- Valid Texas Class C Drivers License and an acceptable driving record is required.
- Current Animal Control Officers certification with the Texas Department of Health or ability to obtain this certification at the basic level within six (6) months

Physical Requirements:

- Position requires bending, heavy lifting, walking and carrying or using a force equal to lifting fifty pounds or heavier.
- Must be able to work outdoors and in extreme weather conditions.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.